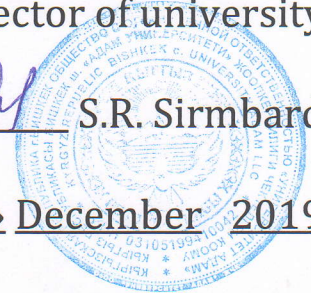


# ADAM UNIVERSITY

«APPROVED»  
Rector of university

  
S.R. Sirmbard

«12» December 2019



STATEMENT  
On dean's assistants  
School of Medicine

## **1. General regulations**

- 1.1. The purpose of this Statement is to improve the efficiency of the educational process of the students of the School of Medicine (SM)
- 1.2. This Statement is developed in accordance with the Charter of the University, local legislative acts of the University.
- 1.3. The assistants of the Dean of SM, hereinafter referred to as "assistants" are appointed by order of the Rector among the teaching staff, at the presentation of the Dean of the Faculty before the beginning of the academic year for educational and extracurricular work in the groups.
- 1.4. Assistantships in 1st and 2nd year groups are mandatory. For senior year student groups, the assistant remains as a mentor.
- 1.5. The present Statement outlines the main areas of work of the SM academic group assistant as a consultant, educator, mentor and organizer.
- 1.6. The main content of the assistant's work is reflected in the reports on a week basis and in the assistant's work plan for the academic year, which are the main reporting documents on the assistant's supervisory activities.
- 1.8. The work of the SM Dean's assistants is organized by the Dean of the Faculty and the Deputy Dean for Educational Work, who are responsible for the assistants' supervisory work, providing constant supervision and assistance to the assistants.
- 1.9. The assistants are guided in their activities by the legislation of the Kyrgyz Republic in the field of education, the Charter of the University, the Rules of internal labor order, local legislative acts, decisions of the Academic Council, the basic provisions of pedagogy and psychology and this Statement.
- 1.10. Assistants are responsible to the Deputy Dean of SM for Educational Work.

## **2. Duties of the assistant**

1. Directly participates in the development of students' conscious and creative attitude to learning and to their future professional activities;
2. Promotes academic discipline and diligence by monitoring students' academic discipline and performance;
3. Facilitates the adaptation of students to the conditions of study and life at the University, explains the rules of the internal order and monitors compliance with them;  
Analyzes and discusses the results of student evaluations at the group meeting on a monthly basis;
4. Maintains contact with the parents (representatives) of students and, if necessary, notifies them of class absences, grading results, and violations of the University's internal regulations;
5. Takes part in issues relating to student encouragement and punishment, social support and characterization;
6. Guides students in their future professional activities;
7. Organizes educational work with students of the University by moral, aesthetic and physical upbringing;

8. Assists students in complicated situations;
  9. Provides assistance to students in the implementation of university-wide and departmental activities related to academic and educational work;
  10. Conducts meetings with students of the supervised group and discusses issues of current progress according to the results of monthly certification, compliance with academic discipline and internal regulations, noting the results of each meeting in a special journal, kept in the Dean's Office of the Faculty;
  11. Conducts meetings with students on an individual basis, advises them on the organization of the educational process;
  12. Presents characteristics to students upon request of the university administration and faculty, presents them for encouragement for academic success and exemplary behavior, takes measures to suppress disciplinary violations, insensitive behavior, rudeness and other undesirable performances;
  13. At least once a semester reports at a meeting of the Dean's Office about the progress of work.
  14. Controls the visa regime of entry and exit from the country, compliance with migration conditions in cooperation with the Department of External Relations.
- Organizes regular medical inspections for SM students.

### 3. Assistant's rights

The assistant has the right to:

1. Participate in the planning of educational work with the student community, develop individual programs of work with students and their parents (representatives).
2. Make proposals to the Dean (Deputy Dean) of the Faculty for the improvement of educational activities, for a candidate as a student group leader.
3. Attend classes in the student group assigned to him/her in order to examine students and monitor the progress of the educational process in the student group.
4. Use the premises and facilities of the university, including the department and the faculty, for educational work with students.
5. Request and receive from the Dean's Office of the Faculty (relevant structural divisions of the University) information about students that is necessary for the prompt and qualitative performance of his/her duties.
6. Participate in discussions and decisions regarding the life and activities of students in the group, prepare information about the student group and/or individual students when it is necessary.
7. Participate in conferences, meetings, and other faculty and university events.
8. Use for free of the library services..

#### **4. Organization of the assistant's activity**

- 4.1 Requirements for the assistant: social and professional competence, readiness for pedagogical activity.
- 4.2. The assistant's work is performed within the framework of irregular working hours in a flexible working hours regime, in which a fixed working week is established (40 hours per week - mandatory presence at the workplace), in a flexible (variable) working hours regime the assistant performs his/her work functions through online communications and mobile communication.
- 4.3. The direct assistants of the assistant are the student group supervisors, the Government of Students, and the group leaders.
- 4.4. At the end of each semester, assistants present a final report to the Dean of SM about their activities. Assistants must provide objective information about the activities, with an indication of the reasons for the non-completion.